

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 9 JANUARY 2007 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair, Cllrs Mrs J Anderson, Mrs J Coates, Mrs L Hill, T Dixon, T Foster, G Dossett, J Hackworth. Clerk and Clerk's Assistant in attendance. Five members of the public. Sgt Natalie Mackintosh, PC Natalie Harding, Community Warden Jackie Windard.

The Chairman wished all present a Happy New Year and on behalf of the Council expressed warmest congratulations to the Clerk, Mrs Jill Hinds, on her well deserved MBE in the New Year's Honours List.

1/2007 APOLOGIES FOR ABSENCE:

Cllrs Bunting and Colborn.

The Meeting adjourned for Police Report and Public Questions.

2/2007 POLICE REPORT

Sgt Mackintosh introduced PC Natalie Harding, who has replaced PC White as designated police constable in Kelvedon. Her phone number is 07974457258. Sgt Mackintosh has seven PC's, two PCSO's and two Community Warden in her team. The police station in London Road, Feering, is now being used by the neighbourhood policing team but is not open to the public. Sgt Mackintosh gave a comprehensive report of events during the last three months. Feering now had a volunteer speed monitoring team and it was noted that eight volunteers would be needed if a similar scheme was to be launched in Kelvedon. The Police Clinic would in future be held on the last Monday in the month from 10.00 – 12.00 at the Council Chamber. The Community Warden reported that the team was working well and that she was liaising on Neighbourhood Watch with Mrs Papworth.

3/2007 PUBLIC QUESTIONS

Mr Ramsden requested an update on the situation with the new car park. Cllr Martin responded that the purchase of the access had now been completed and negotiations were in hand with the Conservative Club about the construction of the new boundary wall, which forms part of the agreement with the Club. Cllr Hackworth reported that a discussion meeting had been held regarding the management of the car park, including security at the rear of The Institute and the positioning of CCTV cameras. Noted that adjustment of the layout of spaces in the car park could be necessary depending on further investigation of levels at the rear of the site.

Mrs Huggett had written to the Chairman about Christmas Lights including the missing brackets at the London Road Garage. Reply to be sent. The Meeting reconvened.

4/2007 MINUTES OF COUNCIL MEETING 5 DECEMBER

Prop. Cllr Hackworth, sec. Cllr Dossett, and agreed that the Minutes be signed as a correct record of the Meeting.

5/2007 CIRCULATION OF CORRESPONDENCE FILES:

Available at the Meeting, including EALC file. Cllr Mrs Hill drew Members' attention to a response from HM The Queen to a letter from 'Skip' Papworth.

6/2007 DECLARATIONS OF INTEREST: None

7/2007 STATUTORY MATTERS AND ADMINISTRATION

- a. **Parish Website and Logo Competition:** Cllr Dossett reported 106 visits to the website during the last month. ECC competition entered, with judging at end

January. The Logo competition is also underway, with posters and leaflets distributed to schools and local community. Ex residents living in Japan had emailed the Clerk to express congratulations on the revised website.

- b. **Parish Assembly:** A provisional date of either 25 or 25 April was agreed, subject to BDC meetings. Programme to include: car park display; update by Environment Agency on flood prevention plans; presentation of certificates to organisations which had received Parish Council grants during the year.
- c. **Blackwater Cluster Group:** Change of date, with a new date yet to be advised.

8/2007 KELVEDON HOUSE

- a. **Car Park Steering Group:** Cllr Hackworth presented the report, previously circulated, on the future management of the car park. The report and its recommendations were accepted. Cllr Hackworth to negotiate with Jacksons re project management and CDM.
- b. **Car Park – i) Financial Arrangements:** Loan approved and first loan of £150,000 taken up, received and passed to solicitors. Confirmation received of completion.
ii) Other matters: 1. Request from Conservative Club for start date for wall. Cllr Hackworth to liaise. 2. Letter from KCA regarding lease. It was agreed that a letter of intent would be provided to enable KCA to apply for Big Lottery funding, confirming that a lease for a minimum of 20 years would be granted, subject to certain conditions and in accordance with Big Lottery requirements.

9/2007 MAJOR PROJECTS:

- a. **A120:** 'Preferred Route' to be published shortly.
- b. **Rivenhall Airfield:** Cllr Dixon had read the further details from the developer, which contained minor variations.

10/2007 FINANCIAL MATTERS:

- a. **Precept 2007/08:** The Council had agreed a precept of £65,000 at the November Meeting. The Clerk reported that the BDC Parish Support Grant would be £8071, leaving a precept of £56,929. Agreed, signed and witnessed.
- b. **To agree date of next meeting:** Thursday, 8 February.
- c. **Land at The Chase – Wayleave:** An easement had been requested over Council owned land for laying of electricity cable to the new house at The Chase. Developer to be responsible for all legal expenses. Charge by Council for wayleave agreed at £250.

11/2007 RECREATIONAL MATTERS:

- a. **To receive minutes of meeting 13 December:** The minutes, having previously been circulated, were agreed and signed.
- b. **Matters arising:** i) CCTV: Maintenance price still awaited, plus details for broadband. ii) Works at playing field: Quotes for mowing received; two quotations for removal of hedge received on slightly different bases, revision requested. Date awaited for removal of tree - hole in The Chase to be filled at same time. iii) Kelvedon Festival: Date awaited for meeting with organisers.
- c. **Youth Forum:** i) To note minutes of meeting 18 December. Cllr Dixon withdrew from the Youth Forum. ii) Matters arising: Youth Shelter. After discussion, it was agreed that at the present time a youth shelter was not a viable proposition but would be reconsidered at a later date, after other options had been pursued.

12/2007 ENVIRONMENTAL MATTERS:

- a. **Date of next meeting:** Tuesday, 20 February.
- b. **ECC Minerals & Waste Development Framework:** First consultations in February / March 2007. Prelims to be copied to members of the Environment Committee.

- c. **Stop Stansted Campaign:** Conference 4 February at Stansted Airport Motel. Tickets £5 per person.
- d. **Brockwell Meadows:** i) letter from resident adjacent to Meadows raising various concerns. Clerk to respond. ii) grant application submitted: 'Breathing Places' - for replacement of culvert with bridge to facilitate disabled access. iii) Brockwell Group Meadows Day: Cllr Mrs Anderson reported a well attended event on 9 December.

13/2007 REPORTS:

- a. **Tripartite Group:** No meeting. The ad hoc committee had booked The Institute for a display on its grant application at the end of the month.
- b. **KCA:** A successful New Years Eve party was reported.
- c. **Kelvedon in Bloom:** Cllr Mrs Hill suggested an 'Unsung Heroes' award for Kelvedon residents who give their time to help others. February agenda.
- d. **Kelvedon Institute:** Clerk reported meeting on 8 January.
- e. **Packhorse Bridge:** Cllr Mrs Hill reported concern over ownership. Highway Rights must be removed before lottery funding can be granted.

14/2007 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **ECC Disabled Parking Place Order:** Space outside 70 Glebe Road. No objection.

15/2007 EALC & RCCE: Separate file circulated during Meeting.

- a. **Training Days:** Cllr Dossett to attend course on 'Raising the Profile of your Parish Council'.
- b. **Local Council Review Magazine:** Circulated.

16/2007 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) **Witham Multi-tasking Meeting:** Cllr Dixon attended December and January meetings. He reported that the Police are now more aware of local problems.
 - ii) **Matters Arising from Police Report:** Noted that eight volunteers would be required for speed monitoring. Cllrs Mrs Anderson and Dixon volunteered. Clerk to publicise need for volunteers. February agenda.
- b. **Health Matters:**
 - i) **Surgery telephone number:** Clerk had received email answer that number is within permitted guidelines. Also attached General Practitioners' newsletter.
- c. **Housing Inspections:** Wed 10 January at 2.30 for Area 1; 21 February Area 2.
- d. **Emergency Plan:** Meeting 31 January – Cllrs Mrs Hill, Dossett, Foster and Bunting.

17/2007 CHRISTMAS LIGHTS:

Taken down on 6 January. Well supported by a good number of volunteers. Brackets missing at London Road Garage.

18/2007 KELVEDON ST MARY'S SCHOOL:

Grants for seats/benches: The Deputy Head had agreed to send an invitation to Councillors for the official opening but this had not been received and the Parish Council's grants had not been mentioned in the report in the local press. No further action.

19/2007 PLANNING:

a. Correspondence

- 1. Application 06/01259/FUL – Extension St Dominics Residential Home, London Road: Block plan of proposed development omitted from previous application.

2. BDC re Tree Preservation Orders: Introduction of new system for consultation via email. Handed to Tree Warden. No problems envisaged.
3. Copy of Sales brochure for Clarks Farm, Cranes Lane

b. Applications & Comments

06/02368/FUL: The Garden House, Felix Hall Park. Alterations and additions of first floor pitched roofs to replace existing flat roofs providing additional accommodation. No objections.

06/02402/FUL: Doucecroft, 163 High Street. Alteration of existing access to residents parking to give additional access to High Street including erection of double garage. The Council has no objection to the proposals and applauds the care and sensitivity with which the applicant has approached this major project. In considering this application Members considered a copy letter from a resident in an adjoining property but felt that the majority of objections put forward related to proposals previously granted under Applications 461 and 462 of 2006. With regard to the size of the splays proposed there appears to be a need for a 'trade off' between Highway/safety and aesthetic considerations and it is hoped that a solution will be approved which will satisfy both sets of requirements within the curtilage of this major Listed Building.

06/02419/FUL: Polish Camp Site – Rivenhall Airfield, Woodhouse Lane: Erection of storage and distribution unit. The Council is concerned that the application lies outside the footprint defined as the development area of the Polish Camp and requests that this should be examined prior to any consideration of the application. Members request that the result of this research be passed to the Parish Council. The above comment was made because Members are concerned at the possible opening up of larger areas of the Camp for future development. If the application is granted it is requested that it be accompanied by Planning Conditions limiting the route to be taken by vehicles to the site as follows: all access/egress to/from the site to be via Woodhouse Lane – Parkgate – Silver End/Witham road. It is urged that such Condition be carefully worded so as to prohibit access/egress to/from the site via Church Street – Church Hill – Hollow Road, Kelvedon.

06/02316/COU: Lingsmead, Church Hill. Change of use of land for stationing of mobile home. The Council has no objection to a temporary use to be reconsidered at regular (three yearly?) intervals. However, there would be strong objections to any permanent change of use since it is felt that the present permission is for personal use given family circumstances and should not be allowed to change into a more permanent arrangement with possible further future consequences.

06/02453/FUL: 1 Bellingham Place. Proposed loft conversion. No objection.

06/02492/FUL: London Road Garage, London Road. Demolition of existing garage buildings and erection of 3 no. dwellings and extend and refurbish existing bungalow. The Council has no objection in principle to the works proposed. However, concerns have been expressed regarding the following points which should be resolved prior to consideration of the application: Sight lines: the buildings proposed will result in four driveways within the existing site (one to the bungalow and one to each of the three dwellings proposed). It is felt that this will not permit vehicles to enter/leave the area in a forward direction and in the interests of traffic and pedestrian safety this should be addressed. Verge area: the area to the front of the site should be reinstated in line with housing on both sides of the garage site. Building line: it is noted that the three new dwellings are to be constructed slightly forward of the existing building line as established by housing on the Witham side of the site. This should be considered. Members wished to record their appreciation of the high standard of the design and presentation of the application.

06/02529/FUL: Sparrows, 1 Church Hill. Erection of first floor rear extension. No objection.

06/02556/COU: Easterford Mill, Swan Street. To augment the use of the existing structure with the adjoining dwelling. No objection.

20/2007 CORRESPONDENCE:

1. Letter from Her Majesty the Queen to 'Skip' Papworth re 'Royal' village events.
2. BDC Register of Electors 2006/07
3. Forestry Commission – inspection re felled trees at Brockwell Meadow
4. BDC – Housing & Council Tax Benefit Fraud prevention.
5. Braintree District Voluntary Support Agency – Roadshow for Clerks & Chairs
6. BDC – Summer Activity Day – Wednesday, 25 July
7. Mrs Berrill – Relocation of footpath at Rooks Hall. Cllr Dossett to liaise.
8. ECC School Organisation Plan 2006 – 2011. Passed to Cllr Dixon.
9. Copy letter from Cllr Dossett re 'phantom' footpath 37
10. Various brochures and newsletters

21/2007 PAYMENTS:

Proposed Cllr Dossett, seconded Cllr Dixon that the following be passed for payment. Agreed.

For confirmation

Mr M Andrews PAMW, Wks 36,37,38,39,40	1151.05
Powergen re 102 High Street	79.70

For approval:

Mrs J I Hinds – Clerk's salary December	590.30
Inland Revenue per Clerk & PaMW December	443.42
Mrs A Carruthers – December	162.50
Mr N Ezra – caretaking & Christmas Lights	82.83
BDC – Refuse lorry November	188.00
SLCC – subs 2007	105.00
Mr J Hackworth – reimbursement Web fee	23.50
Mr G Bass – mowing PF & Meadows	1159.00
Viking Direct – stationery	9.67
Essex Wildlife Trust – subs to 31.1.08	35.00
Cash per Petty Cash plus expenses Maldon	76.41
Ridgeons Ltd – bench paint re Kelvedon in Bloom	21.41
Tony Glew – coach to Maldon – Youth Forum	105.00
Thompson Smith & Puxon – fees and charges re access	2175.92
Total passed for payment	6808.71

Does Ltd re trailer and leaf sweeper. All parts finally received 9.1.07. Invoices to hand. To be paid - report in February.

22/2007 DATES OF FUTURE MEETINGS:

- a. Next Ordinary Meeting – 6 February 2007.
- b. Any Other Meetings
 - i) Finance Committee – Thursday 8 February
 - ii) Environment Committee – Tuesday 20 February
 - iii) Recreation Committee – to be arranged in March
 - iv) Emergency Planning – Wednesday 31 January
 - v) Youth Forum – Monday 22 January, 7.00 pm. URC booked
 - vi) Planning Committee – 15 January, 7.00 pm, followed by Heritage Society, 8.00 pm.
 - vii) Packhorse Bridge – Monday 5 February, 4.00 pm